

LANCASTER COUNTY ROAD MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing all County road maintenance functions.

Work involves responsibility for directing all County road maintenance functions including determining road maintenance requirements on a County wide basis; reviewing and monitoring maintenance efforts of each district; supervising and directing bridge maintenance and repair activities; assigning equipment and personnel on a district or project basis; coordinating equipment allocation and usage among districts; and reviewing the work performed by contractors and sub-contractors to ensure compliance with specifications. Work also involves interviewing and hiring employees for all maintenance positions; monitoring maintenance division expenses; and receiving complaints from the public and initiating necessary corrective actions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and the effectiveness of maintenance operations.

EXAMPLES OF WORK PERFORMED

Plan, direct, and supervise through subordinate supervisors the total County road and bridge maintenance and repair operations including snow removal operations, dragging and grading of roads, installation of regulatory and warning traffic signs, bridge maintenance and repair including repair of bridge decks, planking, guard rails, hazard signs and related bridge components.

Review and monitor maintenance efforts of each district; review all work performed by contractors and sub-contractors to ensure compliance with specifications.

Monitor maintenance expenditures and complete requested statistical and financial reports for the department's annual budget process; assist in determining new equipment requirements and the preparation of the annual budget.

Review and recommend approval or denial of all promotions, merit increases, and various required disciplinary actions; interview and hire maintenance personnel.

Assign and allocate equipment and personnel among the various district maintenance headquarters.

Receive complaints from the public and initiate necessary corrective action.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of all phases of road and bridge maintenance and repair principles, practices and techniques.

Thorough knowledge of equipment requirements as they pertain to road and bridge maintenance and repair.

Thorough knowledge of the occupational hazards involved in road and bridge maintenance and repair and appropriate safety and precautionary measures required.

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Ability to plan, coordinate and direct all County road and bridge maintenance operations and supervise the work of unskilled, semi-skilled and skilled subordinates engaged in complex maintenance functions.

Ability to determine equipment and personnel resources required for maintenance operations.

Ability to understand and follow complex instructions and technical specifications.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, subordinates, and the general public.

Ability to prepare complex reports and to maintain complex maintenance records.

Ability to operate all maintenance equipment in a safe and efficient manner.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school plus thorough experience in all phases of County road and bridge maintenance and repair operations including considerable experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school plus experience in road and bridge maintenance and repair including some supervisory experience.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Personnel Director

Department Head

3/77
Revised 11/04

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